

Job Seeking Skills Workshops

January – December, 2018

★ Cedar City Employment Center
176 E. 200 N. • Cedar City

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free:
1-866-747-9762, 435-865-6530,
visit jobs.utah.gov or come to DWS at
176 E. 200 N. • Cedar City, Utah

Job Seeking Skills	
RESUMÉ WRITING:	
Every Monday	9:30 AM–11:00 AM
SKILLS IDENTIFICATION:	
Every Tuesday	10:00 AM–11:00 AM
INTERVIEWING SKILLS:	
Every Wednesday	9:30 AM–11:00 AM
JOB SEARCH STRATEGIES:	
Every Thursday	9:00 AM–10:00 AM
APPLICATIONS:	
Every OTHER Thursday Begins January 4	10:00 AM–11:00 AM
EMPLOYMENT ESSENTIALS:	
Every Friday	9:30 AM–11:00 AM
Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
Every OTHER Thursday Begins January 11	10:00 AM–11:00 AM

RESUMÉ WRITING: Learn to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview.

SKILLS IDENTIFICATION: Strategize ways to confidently complete an interview.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer questions to gain an edge in the interviewing process to land that job.

JOB SEARCH STRATEGIES: Learn about networking, using online resources and identification of your skills to help you land that perfect job.

APPLICATIONS: Learn to complete applications in the most effective way to attract the employer's attention.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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